

ATTACHED ARE DDM&S OFFICE HEADS' RESPONSES TO MR. ~~GOLD~~^{Brown}'S

MEMO (DDM&S 73-1738)

DD/M&S Registry
File *Personnel*

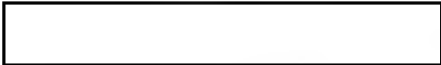
11 May 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT: Appointment of Senior Personnel to Key
Assignments Outside Their Components

REFERENCE: Memo dtd 2 May 73 to DD's from IG, same
subject

In referent memorandum the Inspector General requested from the Deputy Directors information on "key positions offered for occupancy by officers from another directorate between now and the end of the calendar year." Our reply is negative since, except for the position of Chief, Management and Services Group, Office of Planning, Programming, and Budgeting, for which a replacement has already been planned, no other O/PPB key positions will be available for occupancy this year.


Charles A. Briggs
Director of Planning,
Programming, and Budgeting

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10 MAY 1973

MEMORANDUM FOR: Deputy Director for Management
and Services

SUBJECT : Appointment of Senior Personnel
to Key Assignments Outside Their
Components

REFERENCE : Memorandum from the Inspector General,
dated 2 May 1973, subject as above

As requested, the following additional information is submitted.

Whereas the possibility is not ruled out that the position of Executive Officer, Office of Medical Services might be filled by appointment of an officer from another Directorate, this would not be during Calendar 1973. No commitment or date can therefore be provided for such action during this period.



JOHN R. TIETJEN, M. D.
Director of Medical Services

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CONFIDENTIAL - EYES ONLY

10 MAY 1973


MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Appointment of Senior Personnel to Key
Assignments Outside Their Components

REFERENCES : (a) IG Memo of 2 May 73, same subject
(b) Memo for DD/M&S fm D/Fin dtd 5 Apr 73,
Subject: Review of Key Assignments
Appointments

1. Action Requested: This memorandum provides the information requested by the referent (a) memorandum pertaining to key positions of this Office for which replacements are planned by 31 December 1973.

2. Basic Data: The identification of such positions, descriptions of duties of the occupant of each position and statements of minimum qualifications required in candidates for these positions are provided in Attachment A.


Thomas B. Yate
Director of Finance

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Approved For Release 2003/04/29 : CIA-RDP84-00780R005400100018-5

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Key Positions to be Filled in CY 1973

<u>Position</u>	<u>Grade</u>	<u>Incumbent</u>	<u>Planned Replacement</u>	<u>Date of Replacement</u>	<u>Incumbent Move To</u>
Executive Officer	15			STAT May 1973	Retire - 30 June 73
Chief, Monetary Division	15			June 1973	Retire - 30 June 73
Dep.Ch., Monetary Division	15			June 1973	Chief, Monetary Division
Chief Budget Officer, Intelligence Community Staff	15			Dec. 1973	Retire - Jan. 74
Chief Finance, Budget & Certifying Officer, EA Division	15			May 1973	Executive Officer

Key Positions
Duties & Qualifications

1. Executive Officer

a. Principal Duties:

(1) As career management officer, plans rotational assignments of professional Finance careerists throughout the Agency; conducts liaison with candidates for assignment and other parties of interest in obtaining concurrence in proposed assignments and negotiates overlap arrangements; prepares supportive material for SF Career Service Board meetings and SF Career Evaluation Panels; administers the training program, ensuring adequate participation by SF Careerists in training opportunities; and interviews candidates for employment as junior professionals and clericals.

(2) Functions as action officer for the Director of Finance for general administrative matters, including personnel, security, cover, logistics, space and facility requirements.

(3) Serves as member of management team and in absence of all other members would serve on ad hoc basis as Acting Director of Finance.

b. Minimum Qualifications:

(1) Ability to match qualifications of SF Careerists with position requirements.

(2) Ability to counsel effectively with personnel in career development planning.

(3) Ability to deal effectively with officials at all levels of management, as well as with all grade levels of SF Careerists.

(4) Knowledge of: Agency financial, personnel and administrative regulations and procedures; variables in position requirements, including working environments at Headquarters and in the field in which jobs must be performed; variables in capabilities of SF Careerists, including personalities, technical skills, work experience and on-the-job performance evaluations.

(5) Broad period of service in a wide variety of finance type positions of increasing responsibility in the field and at Headquarters.

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4. Chief Budget Officer, Intelligence Community Staff

a. Principal Duties:

(1) Directs the compilation, coordination and reconciliation of selected budgetary data for the entire Intelligence Community for use in reports prepared for the Director of Central Intelligence, for OMB and for the Congress..

(2) Directs the compilation of material, including graphics, for the use of the Comptroller, Intelligence Community in making presentations and briefings both in and outside of the Agency.

(3) Directs liaison with senior officials throughout the Intelligence Community for the purpose of developing and maintaining the data base for the foregoing requirements.

b. Minimum Qualifications:

(1) Knowledge of Government appropriation and budgetary accounting procedures and practices, and of Office of Management and Budget requirements for budget submissions.

(2) High analytical ability..

(3) Ability to communicate effectively in both written and oral expression and ability to deal effectively with others.

(4) Knowledge of organizational relationships, both internal and external, and of program objectives.

(5) Broad experience in a variety of finance type positions of increasing responsibility, including at least two years of service in a senior finance position ~~which included budgetary responsibilities.~~ ^{budget}

5. Chief Finance, Budget & Certifying Officer, EA Division

a. Principal Duties:

(1) Serves as senior financial advisor to Chief, East Asia Division; directs preparation and execution of budget for all activities of the East Asia Division.

(2) Certifies or supervises certification of all transactions of East Asia Division for which decentralized certification is authorized.

(3) Directs the audit and processing of accountings submitted by stations following Class B & C procedures.

(4) Prepares or directs preparation of correspondence, staff papers, or takes or initiates other actions as necessary in response to requirements and problems encountered in fiscal administration of activities at Headquarters and in the field under East Asia jurisdiction.

(5) Maintains liaison with senior officials within and outside the Agency as required.

b. Minimum Qualifications:

(1) Knowledge of: Government and commercial accounting principles and practices; Agency accounting and reporting requirements, including budget preparation and execution; and Agency financial, personnel and administrative regulations and procedures.

(2) High ability to reason objectively.

(3) Ability to communicate effectively in both written and oral expression and ability to deal effectively with others at all levels of management in and outside of the Agency.

(4) Knowledge of organizational relationships, both internal and external, and of program objectives.

(5) Broad experience in a variety of finance type positions of increasing responsibility both in the field and at Headquarters, including at least one year of service in a senior position which encompassed budget responsibilities.

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16 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services
FROM : Director of Communications
SUBJECT : Appointment of Personnel to Assignments
Outside Their Components
REFERENCE : A. DD/M&S 73-1738, dated 2 May 1973
B. OC-M-73-211, dated 5 April 1973

1. This memorandum is forwarded to provide the OC input for your response to the Inspector General's request for additional information as indicated in reference A.

2. The OC positions which are considered suitable for the assignment of qualified officers from other Directorates remain as stated in reference B, i.e., the Deputy Chief, Program Coordination Staff and the Special Assistant for Research and Development. Since reference B was prepared, OC has been instructed to negotiate the transfer of its R&D function to the Science and Technology Directorate. It is possible that the Special Assistant position will not be under OC control by the time a personnel change could be made.

3. Both positions are currently filled and there is no current plan to reassign either of the incumbents. Mr. [] the Deputy Chief of the Program Coordination Staff, has been designated as available for transfer to duties outside OC. Mr. [] is well qualified in budgeting, programming and general administration, but is not a communicator, and therefore not readily assignable within OC. Any action taken to fill his position should be in conjunction with his reassignment to another office. The incumbent of the R&D position could be reassigned within OC or could be made available for assignment elsewhere.

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4. Descriptions of the duties of the two positions are attached. The minimum qualifications required to fill the positions follow:

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a. Special Assistant for Research and Development. The incumbent must be a qualified senior communications electronics engineer with several years of industry and/or government experience in the field of technical communications. Additionally, the incumbent should have devoted a number of years in communications-oriented research, development and engineering work with specific emphasis on collection and clandestine communications equipment. Also, he must have experience in resource management, contract monitoring and possess the ability to translate goals and objectives into cohesive and coherent programs, identifying all resource needs, options, risks, and developing action plans for accomplishing the objectives.

b. Deputy Chief, Program Coordination Staff. The incumbent must be thoroughly grounded in program planning, preparation, presentation, and defense. He should be qualified in accounting and financial analysis. An MBA degree is highly desirable. The incumbent should be communications-oriented in his resource management experience in order to be able to translate office needs into viable program plans. He must be thoroughly qualified by both educational background and career experience in budget development, budget management, and budget execution. Essential to this position is complete knowledge and experience in developing objectives, action plans, work measurement studies and productivity enhancement.


Director of Communications

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Attachment
Position Descriptions

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10 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Review of Key Assignments and Appointments

REFERENCES : (a) Memo dtd 3 Apr 73 to ES/MC fm D/L,
same subject

(b) Multiple Adse Memo dtd 2 May 73 fm IG,
Subj: Appointment of Senior Personnel
to Key Assignments Outside Their
Components

1. In reply to the referent (b) memorandum, please be advised that there are no Office of Logistics (OL) plans for any change in assignments of the incumbents for the three positions listed in reference (a) as open to assignees from other components. We would, however, like to offer two additional positions which could be considered as available in the immediate and near future for assignment of qualified personnel from Agency components other than OL. These positions are those of the Chief and Deputy Chief of the Printing Services Division (PSD), OL.

25X1 2. These noted additions are a result of the Chief,
PSD, Mr. [] recently announcing his retirement,
to be effective 26 May 1973, and the now projected retire-
ment, on or about 29 March 1974, of the present Deputy Chief,
25X1 PSD, Mr. []

25X1 3. We have already begun an active search both within
25X1 and without the Agency for the identification of appropriate
replacements for these two officers. Our initial intention
would be to move Mr. [] up to the position of Chief, PSD,
on or shortly before Mr. [] retirement and to identify,
25X1 on an immediate basis, a candidate for the Deputy Chief posi-
tion who would be qualified to move up to the Chief, PSD,
25X1 position when Mr. [] retires in March 1974. At the same
time, we would also attempt to identify a candidate who would,
25X1 after suitable overlap, be in a position to move into the
Deputy's slot as Mr. [] moves out and his replacement moves
up.

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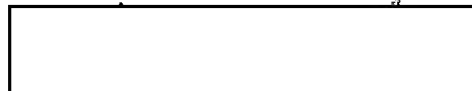
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SUBJECT: Review of Key Assignments and Appointments

4. In further reply to the referent (b) memorandum, attached hereto are position descriptions for all five positions referred to above. These descriptions detail the significant responsibilities and decisionmaking authorities of the positions and, in the skills section, outline the basic qualifications required of candidates for such positions.



John F. Blake
Director of Logistics

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MEMORANDUM FOR: Deputy Director for Management and Services

FROM : Director of Personnel

SUBJECT : Appointment of Senior Personnel to Key Assignments Outside Their Components

REFERENCE : Memo for Deputy Directors fr IG, dtd 2 May 73, same subj

1. This memorandum is for your information.
2. In accordance with your request, I have reviewed my report of key assignments. In view of recent changes, a revision to the report is necessary.
3. In the section, Deputy Director for Recruitment and Placement, the original report indicated that Mr. [redacted] Personnel Officer-DD, GS-16, would be replaced by Mr. [redacted] in June 1973. It has now been determined that Mr. [redacted], GS-15, Special Assistant for Co-op Programs, will replace Mr. [redacted]. This action will then create the following vacancy:

Personnel Officer (Special Asst for Co-op Programs), GS-15

Present Incumbent: [redacted], GS-15

Planned Replacement on or before 31 December 1973: Tentative plans are to assign a senior personnel officer to this position.

Date of Replacement: June 1973

Incumbent to Move to: Deputy Director for Recruitment and Placement

Appointment Open to Another Component: Yes

Responsibilities

The incumbent of this position is responsible for planning, organizing, and maintaining the Co-op and Summer Intern Programs for the Agency. This involves working with key officials throughout the Agency in

developing Co-op and Summer Intern requirements, determining the appropriate colleges and universities that can best fill requirements, establishing recruiting schedules for personal visits to colleges and universities for the purpose of reviewing and explaining the Co-op and Summer Intern Programs to senior officials, and conducting interviews and selecting students for the Programs. Monitors the processing of students into the Programs, follows up with students during their participation in the Programs, and maintains contacts with office supervisors and with appropriate officials in the colleges and universities in order that everyone is currently informed on the progress and activities of students. Develops briefing programs for Summer Interns which involves arranging for senior Agency officials to meet and brief participants.

Qualifications

Academic: The incumbent must have an advanced degree from an accredited college or university. A doctorate is desirable but not necessary.

Knowledge: The incumbent should have an extremely good knowledge of the organization, functions, positions, and key officials of the Agency.

Ability: The incumbent should have the ability to:

- a. Work well with a wide range of people including Division Chiefs, Office Heads, Deputy Directors, other senior personnel in the Agency, deans, college presidents, other officials at the college and university level, and students;
- b. Meet with officials of colleges, universities, and the Agency to discuss the various facets of the Co-op and Summer Intern Programs;
- c. Analyze and evaluate programs and make necessary revisions to procedures, policies, etc.;
- d. Write clear and concise letters, memoranda, and reports.

4. At the present time, the above described position is the only position for which a replacement will be necessary during calendar year 1973.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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DD/M&S 73-1878
9 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services
FROM : Director of Security
SUBJECT : Appointment of Senior Personnel to Key
Assignments Outside Their Components
REFERENCES : (a) DD/M&S 73-1738 dtd 2 May 73, same subject
(b) D/Security Memo to DD/M&S dtd 3 April 73,
Subject: Review of Key Assignments and
Appointments

1. As you remember, in our initial response concerning designation of key positions that were suitable for individuals outside the Office to fill, we took the position that only two such positions existed. These positions were the Chief and Deputy Chief, Administration and Training Staff, both of which have now been filled by Support careerists. Additionally, it was our contention in reference (b) that the remainder of our key positions were either too technical or required extensive security experience to be made available for such an exercise. In view of this and the fact that the two positions noted above have subsequently been filled and are not expected to be available by the end of fiscal year 1974, we therefore have no additional information to provide as requested in reference (a).

2. I will be glad to discuss this matter with you further, if you wish.



Howard J. Osborn
Director of Security

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It's difficult for
me believe that a
non-OS Parament
cannot fill some
senior OS jobs, as
the memo claim

AGREE
PM

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11 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Appointment of Senior Personnel to Key Assignments
Outside Their Components

REFERENCE : Memo dtd 2 May 73 to DD/I, DD/MGS, DD/O, DD/S&T,
fm Inspector General, same subject

1. Pursuant to referent, the Office of Training has the following specific key positions available to officers from other components between now and the end of 30 June 1974:

<u>Key Assignment</u>	<u>Grade of Position</u>	<u>Date Available</u>
Deputy Director of Training	GS-17	Now - position is vacant
Chief, Training Resources Group, DTS	GS-15	Now - Incumbent retiring 30 June 1973
Chief, Coordination Staff, DTS	GS-15	Now - Incumbent retiring 30 June 1973
Chief, Operations School	GS-16	o/a 30 June 1974 - when Incumbent rotates
Chief, Support School	GS-16	o/a 30 June 1974 (or earlier if suitable rotational assignment available to present Incumbent who is GS-15 ST Careerist)

2. Attached is a complete description of the duties of each of the above positions.

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3. The minimum qualifications required in candidates for the above positions are:

a. DDTR - GS-17 (or 16) Officer with background as senior editor (or senior analyst with significant editing experience) and substantive knowledge of one or more major disciplines in DD/I, DD/S&T, or ONE.

b. Chief, Training Resources Group, GS-15 (or 14) Officer with significant operational experience in DD/O including senior case officer duties in at least 2 different overseas locations. Preference will be given to candidate with experience at Deputy Chief of Station level or better.

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c. Chief, Coordination Staff, same qualifications as (b) above.

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d. Chief, Operations School - GS-16 (or senior 15) Officer with significant operational experience in DD/O including at least one assignment as a Chief of Station.

e. Chief, Support School - GS-16 (or senior 15) Officer with proven ability in supervisory and management assignments and substantive knowledge of Administrative and management disciplines.

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HUGH T. CUNNINGHAM
Director of Training

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Deputy Director of Training

I. SKILLS:

Knowledge of Agency programs, with respect to training requirements to be levied on the Office of Training.

Knowledge of executive planning, including policy and program formulation for major Agency programs.

Knowledge of professional teaching principles, methods, and techniques.

Ability to plan, organize, and administer a variety of training programs to meet the needs of the Agency.

II. RESPONSIBILITIES:

In collaboration with the Director of Training, shares in his overall responsibilities for:

Formulation and control of Agency training policy regarding the development and promulgation of training programs, doctrines, methods, standards, and procedures.

Development of training policies and plans governing the training of Agency personnel in external facilities.

Control, in collaboration with Directors and Staff Chiefs, of covert training programs in the U. S. and overseas.

Rendering staff assistance to and representing the Director on training policy and programs involving interdepartmental coordination.

III. DECISIONS:

Subject to policy guidance from the Director of Training:

Formulates Agency training policies, doctrines, methods, standards, and procedures.

Determines personnel, equipment, and facilities required to accomplish the mission of OTR.

IV. CONTACTS:

Personal contacts with program officials of the Agency with respect to establishment of training policies, programs, and plans.

Training chiefs in other governmental agencies and heads of academic institutions and learned societies, both within U. S. and abroad, regarding the establishment and administration of external training.

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Chief, Training and Resources Group,
Position # 1573

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A current position description is not available at the present time. The following duties are taken from the present incumbent's current fitness report.

1. Management and organization of the training materials.
2. Supervision of the Library.
3. Serves as Instructor in the Basic Operations Course.
4. Acts as counselor to students
5. Supervises three employees.

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Chief, Coordination Staff,
Position # 1541

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A current position description is not available at the present time. The following duties are taken from the present incumbent's current fitness report.

1. Officer in Charge of the Basic Operations Course.

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3. Supervises one assistant.

4. Plans, prepares, and presents instructional materials.

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Chief, Operations School, OTR

I. SKILLS:

Knowledge of Agency clandestine programs, relating specifically to requirements for operational training.

Knowledge of professional teaching principles, methods, and techniques and their application in the development of major training programs and courses for clandestine operations.

II. RESPONSIBILITIES:

Develops, in collaboration with appropriate Office and Staff heads, training requirements for clandestine operations.

Plans, develops, directs, and coordinates basic, intermediate, advanced, and specialized clandestine operations courses presented at Headquarters [REDACTED]

[REDACTED] and general and specialized administrative courses required to support headquarters components and field stations.

Provides, in conjunction with the Assessment and Evaluation Staff, Office of Medical Services, the necessary testing and evaluation of students, courses, and training results.

Provides technical support to clandestine operations training conducted overseas by other Agency components.

III. DECISIONS:

Subject to the policy guidance of the Director of Training:

Determines Agency training needs with respect to clandestine operations.

Determines content and duration of operational training courses.

Determines personnel, equipment, and facilities required to accomplish the training mission of the Operations School.

IV. CONTACTS:

Personal contacts with:

Senior officials of the Clandestine Services regarding the establishment or modification of training courses, approval of course curricula, evaluation of training.

Representatives of other intelligence services regarding operational training matters of common interest.

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Chief, Support School, OTR

I. SKILLS:

Knowledge of Agency programs, relating particularly to training and requirements in current management principles, methods and techniques and their application in operational situations. Knowledge of concepts, activities and practices relating to administrative support provided to Headquarters components and field stations. Knowledge of the inter-relationships of the Intelligence Community and applied principles of administration in furtherance of the career development of mid-careerists and senior officers. Knowledge of occupational skills and subject matter associated with a clerical training program.

Knowledge of professional teaching principles, methods, and techniques and their application in the development and administration of management, support services, mid-career and senior officers, and clerical training programs.

II. RESPONSIBILITIES:

Determines course objectives and requirements at the basic, intermediate, and advanced experience levels in the fields of management, support services and clerical skills.

Plans, develops, directs and coordinates training courses in intermediate and advanced management methods and techniques; support services concepts, activities and practices; intelligence and management principles and processes in relation to the continued development of mid-careerists and senior officers; and clerical skills and subjects.

Provides advice and assistance to other Offices of the Agency concerning the development and conduct of their internal training in fields which relate to interests of the Support School.

III. DECISIONS:

Subject to the policy guidance of the Director of Training:

Determines scope of training courses for Agency personnel in management methods and techniques, administrative support to Agency activities and operations, substantive knowledges and skills necessary for insuring career development of mid-careerists and senior officers, and clerical skills and subjects.

Determines personnel, equipment and facilities required to accomplish the training mission of the Support School.

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IV. CONTACTS:

Personal contacts with:

Program and operating officials of the Agency relative to training requirements, content of courses, and guest lecturing.

Officials at the highest levels of government and the academic world to elicit their willingness to participate in training courses conducted by the Support School.

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OJCS #611-73
14 MAY 1973

MEMORANDUM FOR: Inspector General

THROUGH : Deputy Director for Management and Services

SUBJECT : Appointment of Senior Personnel to Key
Assignments Outside Their Components


REFERENCES : A. ES/MC Memorandum of 22 March 1973, Subject:
Review of Key Assignments and Appointments

B. ES/MC Memorandum of 19 April 1973, Subject:
Appointment of Senior Personnel to Key
Assignments Outside Their Components

C. Memorandum from IG dated 2 May 1973,
Subject: Appointment of Senior Personnel
to Key Assignments Outside Their Components

Attached are complete descriptions of the duties of the occupants for the following Office of Joint Computer Support positions and a statement of the minimum qualifications required in a candidate for each position:

Deputy Director, OJCS	GS-17	May become available in July or August 1973.
Deputy Chief, Operations Division	GS-15	December 31, 1973.


to JOHN D. IAMS
Director of Joint Computer Support
DDM&S

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Attachments: a/s

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